

## Contractor Representative

The Contractor Representative is responsible for reviewing and commenting on proposed ratings and remarks for all assessments forwarded by the Government Assessing Official. An assessment is required to be prepared by the Government to document contractor performance for each contract/order that meets specified dollar values. The Contractor Representative is allotted 30 days to review and comment on each assessment forwarded to his/her company.

The screenshot shows the CPARS - Contractor Rep web application. At the top, there is a header bar with the title "CPARS - Contractor Rep". Below the header, there are two input fields: "Contract #:" and "Order #:". To the right of the "Order #" field is a "Reset" button. Below these fields is a list of menu items, each preceded by a small square icon: "View/Print CPARs", "To-Do List", "CPAR Status Report", "Contract Status Report", "Change User Profile", "User Feedback", "Switch Modules", and "Logoff". At the bottom of the page, there is a footer section containing the following text: "CPARS/ACASS/CCASS/FAPHS, NAVSEALOGCENDET PORTSMOUTH, NH. Version : 3.3.0, Build Date : 11/19/2009 06:00:00", "Phone : (207) 438-1690 Email Technical Support", and "View Policy Guide: CPARS ACASS CCASS FAPHS".

**View/Print CPARs:** This option allows the Contractor Representative to view/print an assessment that has been forwarded for comment or that has been previously completed in CPARS. This option does not allow Contractor Representatives to enter comments on the assessment. See the **To-Do List** below to determine how to enter comments on an assessment. To view/print an assessment, enter the contract number in the **Contract #** box and the order number, if applicable, in the **Order #** box. Click the **View/Print CPARs** button. If more than one assessment exists for the contract number, a list of assessments will display. Click on the contract number of the assessment to be viewed and/or printed. The assessment will display in HTML format. Click **View CPAR as PDF** to view the assessment using Adobe Acrobat Reader. Once the assessment has been displayed, the user is able to scroll through the report and/or print it on a local printer. To return to the Contractor Representative Main Menu, click the **Close** button and then click on the **Return to the Main Menu** button.

**To-Do List:** This option is used by the Contractor Representative to review and Input Comments on assessments that have been forwarded by the Assessing Official. The Contractor Representative is allotted a 30-day review/comment period starting from the date the Assessing Official forwarded the assessment. If the Contractor Representative does not provide comments within the 30-day period, the CPAR becomes Overdue and the Government may complete the assessment without the Contractor Representative comments. Contractor Representatives are encouraged to contact the Assessing Official to request an extension to the 30-day comment period whenever extenuating circumstances arise. Within the first seven days of the comment period, the Contractor Representative, may request a meeting with the Assessing Official to discuss the assessment. To input comments, the Contractor Representative must be logged into CPARS and the Contractor Representative Main Menu must be displayed.

Click on the **To-Do List** button. Then locate and click on the contract number of the assessment that has been forwarded for review and comment.